



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: January 24, 2011 6:00PM

DATE: January 18, 2011
TO: Honorable Mayor and Members of the City Council
FROM: Pete Carr, City Administrator
SUBJECT: Staff Compensation Issue (Discussion/Action)

City Administrator seeks direction on compensation for recently created city accounting analyst/technician positions.

Background

Background information from October and November 2010 agenda packets:

Accounting Analyst position was established in the spring of 2010 as part of the transition to replacement of the full-time finance director position with a part-time contract accounting consultant. Employees agreed to take on the new challenges and revisit potential compensation changes on or about November 1, 2010.

The new position was estimated to be valued at 10-15% more than the current accounting clerical role. Council assigned a 10% salary increase to the two individuals in the newly created position, with the 5% balance to be considered after six months experience.

The transition has been highly successful, resulting in greater empowerment for accounting staff in the expanded roles. All listed tasks have been incorporated into the new role, and others have been identified and added at analyst's initiative. The new staffing model has proven challenging and invigorating, with significant cost efficiencies for the city.

Administrator suggests a review of this model at this time, along with consideration of the compensation as stated at project outset. Recent salary adjustment affecting most positions is a separate consideration; that is, value of the position and merit for performance is separate from cost-of-living or other considerations.

New Background information:

After further research, consideration and review with Mayor Frith, the city administrator agrees with the title for these positions being stated as "Accounting Technician," and is providing an appropriate job description accordingly with the

Personnel Manual revision report. The technician title is more commonly used in municipal organizations and probably more accurately reflects the functions and roles of the position as utilized in Biggs.

Attachment:

Updated list of accounting responsibilities (from Oct 2010)

Recommendation

Determine council preference as to remaining 5% position compensation designated in the spring as an issue to be considered on or about November 1.

Fiscal Impact:

Additional 5% for analysts would be:

\$0.85/hr = \$147/mo = \$1764/yr if original base is used;

\$0.93/hr = \$162/mo = \$1940/yr if new analyst rate is used;

\$0.98/hr = \$170/mo = \$2044/yr if current rate (Oct 1) is used.

Fiscal year budget assumed May 2010 value of analyst/technician position + 1%. In any of the above cases the current employees would not be "topped out" on the salary scale for this position.

The new contract-financial consultant model is resulting in the anticipated savings to the City in excess of \$20,000/yr, after enhanced roles and compensation for accounting staff.

FUNCTIONAL ALIGNMENT -- BIGGS ACCOUNTING

Updated Oct 15, Jan 14 in bold

	TASK	TIME REQD	RESPONSIBILITY LEVEL
CONTRACT ACCOUNTANT	Manage general ledger Track grant projects Year-end closeout Monthly reconciliation Monthly fund balance analysis Fixed asset depreciation Outside audit prep, coordination Reconcile financial statements TDA, LTF, etc reports Annual State Controllers Reports Special projects	Will vary per month, average 17 hours per month	Management / Analyst
PETE CARR	More detailed allocation direction on invoices Council finance dept report t Payday account transfers Rate adjustments for all customers Annual investment policy review Analysis of PERS benefit rate changes Annual budget formulation, adoption Semi-annual budget review Update PW inventory list annually Audit management report responses Project: County Housing Prop Tax Project: Keenan benefits (life, etc) Project: BofA authorizations, access Project: Joint Pole Agreement Project: CFD admin Project: clean up sr rate issues Sign all checks	60 min / mo 30 min /mo 1 hr / mo 40 hrs / yr 2 hrs / yr 8 hrs / yr 100 hrs / yr 40 hrs / yr 4 hrs / yr 8 hrs / yr	Analyst Management Technician Management Management Analyst Management Management Technician Management Analyst Management Management Management Technician Analyst Management
MARLEE MATTOS	Continue all AR, utility billing, cust svc Continue all Public Benefits administration t Complete month-end in MOM monthly T Create SunWest invoices T Track HOME loan mortgage payments t Correspondence 2X yr for HOME clients t Update records for sales tax, prop tax, VLF T Electric surcharge report -- qrtly Provide utility data to NCPA auditors Assist in utility rate case analysis	24 hrs/mo 2 hrs / mo 2 hrs / mo 2 hrs / mo 3 hrs / 2X yr 2 hrs / mo 1.5 hrs / qtr	Technician Technician Sr Clerk Technician Sr Clerk Technician Technician Sr Clerk Technician Technician
ROBEN DEWSNUP	Continue all AR and Payroll t MOM system administrator t Daily cash flow review T Debt service transfers - qrtly t PERS payments on safety employee t Annual W-2, 1099, W-9, etc. t Complete and post annual OSHA report t Complete and file New RDA form 2X / yr T Pass-thru billing account maintenance Issue dog licenses Issue business licenses Enter annual budget and revisions to MOM	15 min / day 8 hrs / qtr 2 hrs / yr 16 hrs / yr 2 hrs / yr 2 hrs / yr 1-3 hrs/mo 3 hrs / mo 3 hr / qtr 16 hrs / yr	Technician Management Technician Technician Sr Clerk Sr Clerk Technician Sr Clerk Technician Clerical Sr Clerk Sr Clerk

T = much training necessary; t = some training necessary